

## Fiscal Year-End Reminders

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Throughout the year HRE edits and updates several documents and forms on our website. Please be sure that you are always using the latest version by going to the website each day. Saving forms to your desktop and not checking for updates can result in P1 errors and incorrect information being supplied to employees.

- **Additional 1% non-base pay for non-contract and SPOC covered job classes**
  - Non-contract and SPOC-covered new hires, or employees who transfer, promote, demote, or reclassify from an AFSCME or UE/IUP job class to a non-contract or SPOC-covered job class during the June 20, 2014, pay period will need to have an 840 P1 manually generated to add the 1% pay to their record. In addition, the 1% pay will need to be adjusted for any non-contract or SPOC-covered employee whose pay either increases (merit/step or promotional increase) or decreases (due to demotion) in the June 20, 2014, pay period. Once the applicable new hire, transfer, promotion, demotion, reclassification, or increase P1 has processed, an 840 P1 must be written to add or adjust the 1% pay in the employee's record. The 840 P1 will automatically calculate the 1% pay.
  - It is important that increase P1s for non-contract employees who are eligible for an increase in the June 20, 2014, pay period or prior are entered timely. Please contact DAS-HRE and DAS-SAE for instructions regarding the 1% pay if the increase is entered after the June 20, 2014, pay period.
  - If an employee transfers, promotes, demotes, or reclassifies from a non-contract or SPOC-covered job class to an AFSCME or UE/IUP job class during the June 20, 2014, pay period, an 841 P1 (Addt NonBase Pay Adjust) must be written to zero out the pay from the employee's record.
- **Pay Period Documentation – Please send electronically**
  - Pre-Audit has transitioned to a paperless system, so please send your pay period documentation electronically via email or fax. Required documentation should be sent to Pre-Audit before the P1 is ever approved at PA and DEPT levels (see [Documentation Required by Pre-Audit](#)). Originals should be kept in the employee's personnel file. Please make sure anything sent does not contain confidential information, such as Social Security Numbers. Confidential information is ok only if it is sent via secure email.
  - New SLIP Form – In October 2013 a new SLIP form was sent out to all Personnel Assistants and is available on the website. Because some of the language has been updated from the old form, all employees should be completing the latest version and not the old one. If you notice that the employee signed an old form, please have them complete the new one and return it to you. We must have all 3 pages of the form. Please do not send us the originals.
- **Processing Times**
  - The rewrites window for the current pay period lasts from Wednesday, the day after payroll writes, until the following Monday. The last update for rewrites, and first update for the new pay period, occurs this Monday night. For example, the first update for the 05/09/14-05/22/14 pay period is Monday, 05/19/14. Payroll will write on Tuesday, 05/27/14, and the rewrites window will be from Wednesday, 05/28/14 through Monday, 06/02/14. The first update for the 05/23/14-06/05/14 pay period is also on Monday, 06/02/14.
  - See the [Payroll Processing Times Calendar](#) for a basic overview of when HRIS updates during a pay period. There are also certain P1s that cannot be written until after the rewrites window for the prior pay period has closed. These include P1 type 275 Donated Leave and 470 Slip Calculation. An error will occur if you try to write the P1 before the prior pay period has completely closed.
- **Always include remarks in your P1s**
  - It is important to include good remarks and thorough calculations in your P1s. Remarks help Pre-Audit and Central Payroll when reviewing P1s, and provide good documentation in the event of a post-audit of P1s. Even P1s such as the 470 SLIP Calculation should have remarks to show the calculations for an employee's final sick and vacation accrual. Refer to the document titled [Documentation Required by Pre-Audit](#) for guidance on the remarks that should be entered in the various P1 types.
- **All retirees must have an IPERS File Date entered in the remarks of the 402 Retirement P1:**
  - If you do not have an IPERS file date, please send an email to Alyson Reed at IPERS with the employee's name and the last 4 digits of their Social Security Number and she will provide the file date to you. Do not approve the P1 until you have entered the IPERS file date in the remarks.

## Continued – Fiscal Year-End Reminders

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- **Addresses**
  - When entering a home address for an employee the address cannot be more than 20 characters in length. Use the word “PAGE” in HRIS as your guide. The address you enter appears under the word “PAGE”. If you have typed past the “G” then you’ve gone too far.
  - Always abbreviate street address suffixes such as (ST) instead of Street, (DR) for Drive, (N) for North, (APT) for apartment, etc. Do not use punctuation such as a period or comma. Refer to the [Postal Service Abbreviations](#) document for help.
  - Do not abbreviate city names (i.e. Saint or Mount should be spelled out, not abbreviated to St or Mt).
- **Temporary New Hires**
  - P1 Type 039 Temp Appt New Hire and P1 Type 065 Temporary Reemployment
    - The pre-tax indicator should always be set to 0-Not Eligible. Never Y or N.
- **Step Increase Dates:**
  - Use the [Step Increase Date Schedule FY15](#) document whenever possible. AFSCME new hires, employees who start on the 1<sup>st</sup> day of the pay period, promotions and upward reclassifications should always have a step increase date of 26 weeks. Non-AFSCME hires that start after the 1<sup>st</sup> of the pay period will be 26 weeks plus one extra pay period. Refer to the Step Incr/Vacation Anniversary tab of the Pre-Audit Calculators tool to determine Step Increase dates for other types of changes and adjustments.
- **Leave Without Pay and the Leave of Absence Date**
  - If an employee is being put in a leave without pay code (41, 50, or 54) and will have hours entered on the timesheet or PAYN in the pay period they are being put on leave, then the Leave of Absence (LOA) date entered MUST be in the current pay period in order for the employee to be paid from the timesheet or PAYN. The leave without pay leave codes will only allow an employee to be paid from the timesheet or PAYN when the LOA date is in the current pay period. Refer to the [Leave Code Chart and Definitions](#) for more information.
- **Leave Without Pay During Holidays**
  - In order for an employee to be paid for a holiday they must be in a pay status the day before **and** the day after a holiday. If an employee is on leave without pay always check the timesheet. If an employee is not in a pay status both the day before and after the holiday, make sure that the holiday is **not** coded as time type 250 Holiday or 950 FMLA Holiday, as these are both “pay” time types. Instead, enter the applicable leave without pay time type on the day of the holiday, so the employee doesn’t get paid for those hours.
- **Board Member Terminations: Please use P-1 Type 400 Board Member Termination P1 & Board Member Term Codes**
  - When terminating a regular board member from HRIS, please use P1 type 400 Board Member Termination. Statutory board members should be terminated on P1 Type 409 Statutory Termination. If the board member’s term has expired/the board member has not been reappointed, please use Termination Code “98 Term Expired” on the P1. Refer to the [HRIS Table of Codes](#) for other applicable termination codes.
- **Back Pay beyond 6 pay periods can be paid on a P1**
  - Per the Administrative Rule change effective 11/21/12, back pay owed for any number of pay periods can be paid on a P1, so long as the back pay owed is for the current fiscal year. Back pay owed for FY 14 (06/21/13 – 06/19/14), can be paid on a P1 through the 08/01/14 pay period (note that the back pay will come out of the current fiscal year’s budget unless you notify your department’s accounting person that the back pay needs to be allocated to the prior fiscal year). After the 08/01/14 pay period, any back pay owed for FY 14 and prior must be submitted to the State Appeal Board.
- **Pre-Audit approval levels:**
  - **CERT** – Velma Matchinsky
  - **COMP** – Amy Brown, Elise Mullen

Please contact Amy Brown or Elise Mullen if you have any questions. Thank you!